



California Department of Education Before and After School Program (BASP) 2017–18 Program Instrument

I. Involvement

BASP 01: Collaboration with Schools and Community

1.0 After School Education & Safety Program (ASES), 21st Century Community Learning Centers (21st CCLC), After School Safety and Enrichment for Teens (ASSETs) — The local educational agency (LEA)/grantee agency actively collaborates, during both initial program development and ongoing program implementation, with the schools the students attend. (20 United States Code (U.S.C.) § 7174 (b)(2)(D); California *Education Code (EC)* sections (§§) 8482.5(b), 8422(b), 8483.3(c)(6), 8484.6(a).)

1.1 ASES, 21st CCLC, ASSETs — The LEA/grantee agency plans collaboratively with parents, youth, representatives of participating public schools (e.g., school site principals and staff), governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector. (*EC* §§ 8422(b), 8482.5(b), 8483.3(c)(6).)

1. 2 ASES, 21st CCLC, ASSETs — The program was developed and will be carried out in active collaboration with the schools the students attend and integrated with the regular school day and other extended learning opportunities. (20 U.S.C. section (§) 7174 (b)(2)(D)); *EC* § 8483.3(c)(5).)

1. 3 ASES, 21st CCLC — Offsite programs align the educational and literacy/academic assistance element of the program with participating students' regular school programs. (*EC* § 8484.6(a).)

Evidence Request Titles

Collaboration with Schools and Community

Surveys

BASP 02: On-going Consultation with Private Schools

2.0 21st CCLC, ASSETs — The LEA/grantee agency consulted with appropriate private school officials during the development of the program concerning:

(a) Identification of students' needs. (20 U.S.C. §§ 6320(b)(1)(A), 7881(c)(1)(A).)

(b) What services will be offered. (20 U.S.C. §§ 6320(b)(1)(B), 7881(c)(1)(B).)

(c) Service delivery options, including services through a contract with a third-party provider and the method or sources of data used to determine the number of low income children in the participating school attendance areas who attend private schools. (20 U.S.C. §§ 6320(b)(1)(C)(F)(G), 7881(c)(1)(C).)

(d) Assessment and improvement of services. (20 U.S.C. §§ 6320(b)(1)(D), 7881(c)(1)(D).)

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- (e) The size and scope of services to be provided to the private school and the proportion of funds allocated. (20 U.S.C. §§ 6320(b)(1)(E), 7881(c)(1)(E).)
- (f) Program delivery options. (20 U.S.C. §§ 6320(b)(3), 7881(c)(4).)
- (g) Written reason for not using a contractor preferred by private school officials. (20 U.S.C. §§ 6320(b)(1)(H), 7881(c)(2).)

Evidence Request Titles

Consultation with Private Schools (CE 03, EL 03, ME 02, BASP 02, ITQ 03)

II. Governance and Administration

BASP 03: Serves Eligible Pupils in Appropriate Grade Levels

3.0 ASES, 21st CCLC, ASSETs — The LEA/grantee agency serves eligible pupils in appropriate grade levels at participating schools. (20 U.S.C. § 7173(a)(3)(A)(i)(iii); *EC* §§ 8421(a), 8482.3(a), 8484.8(e)(1).)

3.1 ASES — The LEA/grantee agency serves eligible students in kindergarten and grades one through nine, inclusive, at participating public and charter schools. (*EC* § 8482.3(a).)

3.2 21st CCLC — The LEA/grantee agency serves eligible students in elementary and middle grades of eligible public and/or private schools. (20 U.S.C. § 7173(a)(3)(A)(i); *EC* § 8484.8(e)(1).)

3.3 ASSETs — The LEA/grantee agency serves eligible students in grades nine through twelve, inclusive, of eligible public and/or private schools. (20 U.S.C. § 7173(a)(3)(A)(i); *EC* § 8421(a).)

Evidence Request Titles

Flyers/Brochures and Outreach Materials (BASP 03, BASP 04, BASP 07, BASP 23, BASP 24)

Web Page (BASP 03, BASP 04)

BASP 04: Operates Program Required Hours and Days

4.0 ASES, 21st CCLC, ASSETs — The LEA/grantee agency operates its program the required number of hours per day and days per week on every regular school day. (*EC* §§ 8421(c), 8483, 8483.1(a)(1), 8483.2.)

4.1 ASES, 21st CCLC — The after school program component commences immediately upon the conclusion of the regular school day and operates a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (*EC* § 8483.)

4.2 ASES, 21st CCLC — Before school programs operate for no less than one and one-half hours each regular school day. (*EC* § 8483.1(a)(1).)

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4.3 ASES, 21st CCLC — The LEA/grantee agency that operates both a before and after school program during summer, intersession, or vacation periods operates these programs a minimum of four and one-half hours per day. (*EC* § 8483.2.)

4.4 ASSETs — The LEA/grantee agency operates a minimum of 15 hours per week, which may include after school only or after school and during any combination of before school, weekends, summer, intersession, and vacation. (*EC* §§ 8421(c), 8422(d) (1),(2).)

Evidence Request Titles

Flyers/Brochures and Outreach Materials (BASP 03, BASP 04, BASP 07, BASP 23, BASP 24)

Hours and Days of Operation

Web Page (BASP 03, BASP 04)

BASP 05: Early Release and Late Arrival Policies

5.0 ASES, 21st CCLC — The LEA/grantee agency has established policies for reasonable early release of pupils in the after school program and reasonable late daily arrival of pupils in the before school program. (*EC* §§ 8483(a)(1), 8483.1(a)(1).)

Evidence Request Titles

Early Release/Late Arrival Policies

Sign-In/Out Sheets

BASP 06: Daily Nutritious Snack and/or Meal, or Breakfast

6.0 ASES, 21st CCLC, ASSETs — The program provides a daily nutritious snack and/or meal, or breakfast for attending students. (*EC* §§ 8423(c)(3), 8483.3(c)(8), 8483.1(c).)

6.1 ASES, 21st CCLC — The nutritious snack conforms to the nutrition standards in Article 2.5 of Chapter 9 of Part 27, commencing with Education Code Section 49430. (*EC* § 8482.3(d).)

6.2 ASES, 21st CCLC — The before school program offers a breakfast meal for attending students as described by Education Code Section 49553. (*EC* § 8483.1(c).)

Evidence Request Titles

Menus

Nutrition Facts Label

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BASP 07: Physical Activity Element

7.0 ASES, 21st CCLC — The program provides opportunities for physical activity. (*EC* § 8483.3(c)(7).)

7.1 ASSETS — The program provides a physical activity element. (*EC* § 8423(c)(3).)

Evidence Request Titles

Academic and Enrichment Opportunities (BASP 07, BASP 23)

Flyers/Brochures and Outreach Materials (BASP 03, BASP 04, BASP 07, BASP 23, BASP 24)

BASP 08: Submits Data and Maintains Records

8.0 ASES, 21st CCLC — The LEA/grantee agency submits data and reports and maintains records as required. (*EC* §§ 8482.3(f)(5), 8482.3(f)(10)(A)-(B), 8484.8(b)(3).)

8.1 ASES, 21st CCLC — The LEA/grantee agency maintains documentation of the after school program plan for a minimum of five years. (*EC* § 8482.3(g)(1)(F).)

Evidence Request Titles

Operation Policies

Program Plan (BASP 08, BASP 11)

BASP 09: Effective Use of Public Resources

9.0 (21st CCLC, ASSETS) The LEA/grantee agency coordinates with other federal, state, and local programs to make the most effective use of public resources. (*EC* §§ 8421(f)(5), 8484.8(e)(5).)

Evidence Request Titles

Collaboration Activities with Other Funding Sources

Memorandum of Understanding (AE 01, BASP 09, BASP 12, BASP 14, CTE 07)

BASP 10: Inventory

10.0 (ASES, 21st CCLC, ASSETS) The LEA/grantee agency maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

(a) Type

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- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment (*EC* § 35168; Title 5, *California Code of Regulations* (5 *CCR*) § 3946.)

Evidence Request Titles

Equipment Inventory Records (AE 03, AE 10, BASP 10, BASP 15, CTE 03, EES 06, EL 10, ME 06)

BASP 11: Program Plan Review

11.0 ASES, 21st CCLC — The LEA/grantee agency reviews its after school program plan every three years including, but not limited to, program goals, program content, outcome measures, and other information requested by the California Department of Education (CDE). (*EC* § 8482.3(g)(1).)

Evidence Request Titles

Program Plan (BASP 08, BASP 11)

III. Funding

BASP 12: Funding Direct Services to Pupils

12.0 ASES, 21st CCLC — The LEA/grantee agency allocates no less than 85 percent of total grant amount to school sites for direct services to pupils. (*EC* § 8483.9(c).)

12.1 ASES, 21st CCLC, ASSETs — The LEA/grantee agency spends no more than 15 percent of the amount of the grant for administrative costs, which includes any indirect costs. (*EC* §§ 8426(c)(1), 8483.9(b).)

12.2 ASSETs — The LEA/grantee agency spends no more than the greater of 6 percent of the grant amount or seven thousand five hundred dollars (\$7,500) to collect outcome data for evaluation and for reports as required by the CDE. (*EC* § 8426(g)(2).)

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Evidence Request Titles

Contracts and Expenditures (BASP 12; BASP 15)

Duty Statements (BASP 12, BASP 15, FM 01, FM 03, ME 09)

Memorandum of Understanding (AE 01, BASP 09, BASP 12, BASP 14, CTE 07)

Time Accounting Documentation

BASP 13: Fiscal and Auditing Standards

13.0 ASES, 21st CCLC, ASSETs — The LEA/grantee agency follows all fiscal and auditing standards required by the CDE. (*EC* §§ 8421(f)(8)(B), 8482.3(f)(5), 8484.8(b)(3),(4).)

13.1 21st CCLC — The LEA/grantee agency conducts an annual fiscal audit. (*EC* § 8484.8(b)(3).)

Evidence Request Titles

Independent Annual Audit

BASP 14: Local Contribution of Cash or In-Kind

14.0 ASES — The LEA/grantee agency operating an ASES program has obtained a local contribution of cash or in-kind local funds equal to not less than one-third of the total grant amount. Facilities or space usage may fulfill not more than 25 percent of the required local match. (*EC* §§ 8483.7(a)(7), 8483.75(a)(4).)

Evidence Request Titles

Local Cash and/or In-Kind Contributions

Memorandum of Understanding (AE 01, BASP 09, BASP 12, BASP 14, CTE 07)

BASP 15: Supplement not Supplant

15.0 ASES, 21st CCLC, ASSETs — The LEA/grantee agency uses categorical funds only to supplement, and not supplant, state and local funds. (*EC* § 8483.5(e); 20 U.S.C. § 7174 (b)(2)(G).)

Evidence Request Titles

Contracts and Expenditures (BASP 12; BASP 15)

Duty Statements (AE 03, AE 10, BASP 10, BASP 15, CTE 03, EES 06, EL 10, ME 06)

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Equipment Inventory Records (AE 03, AE 09, BASP 10, BASP 15, CE 13, CTE 03, EES 06, EL 10, HE 08, NorD 08)

IV. Standards, Assessment, and Accountability

BASP 16: Evaluation Requirements

16.0 21st CCLC, ASSETs — The program developed by the LEA/grantee agency meets evaluation requirements and principles of effectiveness:

- (a) Program is based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in schools and communities;
- (b) Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment activities;
- (c) Program is based upon scientifically based research that will help the students meet state and local academic achievement standards (if appropriate);
- (d) Program undergoes a periodic evaluation to assess progress toward providing high-quality opportunities for academic enrichment;
- (e) The results of evaluations are used to refine, improve, and strengthen the program or activity and to refine performance; and
- (f) The results of evaluations are made available to the public upon request with public notice of such availability provided. (20 U.S.C. § 7175 (b)(1)-(2).)

Evidence Request Titles

Evaluation Results

Evaluation Results Public Notice

BASP 17: Data-Driven Quality Improvement Process

17.0 ASES, 21st CCLC, ASSETs — Programs submit evidence of a data-driven quality improvement process that is based on the department's guidance on program quality standards. *EC* §§ (8484(a)(2), 8427(a)(2).)

Evidence Request Titles

Data-Driven Quality Improvement Process

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V. Staffing and Professional Development

BASP 18: Provides Staff Training

18.0 ASES, 21st CCLC — The LEA/grantee agency provides staff training and development. (EC § 8483.3(c)(4).)

Evidence Request Titles

Professional Development/Training Records

BASP 19: Student-to-Staff Ratio

19.0 ASES and 21st CCLC — The LEA/grantee agency ensures that programs maintain a student-to-staff ratio of no more than 20 to 1. (EC § 8483.4.)

Evidence Request Titles

Daily Attendance Roster

Staff Assignments

BASP 20: Staff Minimum Qualifications

20.0 ASES, 21st CCLC — The LEA/grantee agency ensures that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide according to the policies of the school district. (EC § 8483.4.)

Evidence Request Titles

Instructional Aide Minimum Qualification District Policy

Staff Qualifications Documentation

VI. Opportunity and Equal Educational Access

BASP 21: Safe Access to Facilities

21.0 ASES, 21st CCLC — The LEA/grantee agency provides services in a safe and easily accessible facility that ensures students travel safely to and from the program site and home. (EC § 8484.6; 20 U.S.C. § 7174(2)(A)(i)(ii).)

21.1 21st CCLC, ASSETs — If the program is located in a facility other than an elementary or secondary school, the LEA/grantee agency has ensured that the program will be at least as

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available and accessible to the students to be served as if the program were located in an elementary or secondary school. (20 U.S.C. § 7174(c).)

21.2 ASES — If an LEA/grantee agency locates a program off school grounds, safe transportation is provided to the pupils enrolled in the program. (*EC* § 8421(d)(1), 8484.6(a).)

21.3 ASSETS — If an entity operates programs on multiple sites, safe transportation is available to transport participating pupils if necessary. (*EC* § 8421(d)(1).)

Evidence Request Titles

Parent Notification (BASP 21, BASP 22)

Program Transportation Policy

School Safety Plan

BASP 22: Information in Parents' Languages

22.0 (ASES, 21st CCLC, ASSETS) The LEA/grantee agency provides parents with information on school and parent programs, meetings, and activities in a format and, to the extent practicable, in a language the parents can understand. (*EC* § 48985; 20 U.S.C. § 6318(e)(5).)

22.1 When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written in English and the primary language. (*EC* § 48985.)

Evidence Request Titles

Parent Notification (BASP 21, BASP 22)

School Language Census Data (BASP 22)

VII. Teaching and Learning

BASP 23: Provides Academic Enrichment

23.0 ASES, 21st CCLC, ASSETS —The LEA/grantee agency shall provide opportunities for:

23.1 ASES, 21st CCLC — An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, math, history and social science, computer training, or science. (*EC* § 8482.3(c)(1)(A).)

23.2 ASES, 21st CCLC — An educational enrichment element that may include, but is not limited to: fine arts, career technical education, recreation, physical fitness, and prevention activities. (*EC* § 8482.3(c)(1)(B).)

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23.3 21st CCLC, ASSETs — a) Academic enrichment to help students that is coordinated to meet state and local academic standards in core academic subjects such as reading and mathematics. b) Educational enrichment services, programs, and activities that are coordinated to reinforce and complement the regular academic program of participating students. (20 U.S.C. § 7171(a)(1)(2).)

Evidence Request Titles

Academic and Enrichment Opportunities (BASP 07, BASP 23)

Flyers/Brochures and Outreach Materials (BASP 03, BASP 04, BASP 07, BASP 23, BASP 24)

VII. Teaching and Learning

BASP 24: Provides Literacy Education for Families

24.0 21st CCLC, ASSETs — The LEA/grantee agency offers opportunities for literacy and related educational development for families of students served. (20 U.S.C. § 7171(a)(3).)

Evidence Request Titles

Family Literacy

Flyers/Brochures and Outreach Materials (BASP 03, BASP 04, BASP 07, BASP 23, BASP 24)

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BASP Evidence Requests

Academic and Enrichment Opportunities

AcdmEnrchmntOprtnts

Description: Examples of lesson plans and associated documents

Item Instructions: BASP 07: One month demonstrating physical activities.
BASP 23: Demonstrating educational, literacy, and educational enrichment elements, which reinforce and complement regular academic programs.

Related Items: BASP 07, BASP 23

Collaboration Activities with Other Funding Sources

ClbrtnActvtsOthrFndgSrcs

Description: Documentation of commitment or use of other resources for the Before and After School Program.

Item Instructions:

Related Items: BASP 09

Collaboration with Schools and Community

ClbrtnSchlsCmnty

Description: Meeting agendas, minutes, e-mails with school principals and site staff, community partners and After-School program providers.

Item Instructions:

Related Items: BASP 01

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Consultation with Private Schools

CnslttnWthPrvtSchls

Description: Documents that show how the LEA consulted with private schools regarding participation in federal programs. Meeting minutes, emails or affirmation of consultation.

Item Instructions:

Related Items: CE 03, EL 03, ME 02, BASP 02, ITQ 03

Contracts and Expenditures

CntrtsExpndtrs

Description: For previous fiscal year. General ledger/Financial Activity Report for Resources 4124/6010 including Grantee and Subcontractor(s) paid in whole or part. Position control/labor distribution report including name, title, FTE, RC, Salary and Benefits.

Item Instructions:

Related Items: BASP 12; BASP 15

Daily Attendance Roster

DlyAtndncRstr

Description: Daily rosters/student attendance sheets (names redacted) for the most current previous month.

Item Instructions:

Related Items: BASP 19

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Data-Driven Quality Improvement Process

DtDrvnQtyImprvmntPrs

Description: Include: Data collected (and how and when collected); Stakeholders involved; Discoveries and quality standard(s) selected for improvement; Improvement action planned or taken; Outcomes of data-driven quality improvement process.

Item Instructions:

Related Items: BASP 17

Duty Statements

DtyStmnt

Description: A written description of the specific employee's responsibilities and activities, as agreed to by employer and employee.

Item Instructions: BASP 12: Include all after school LEA and subcontractor staff paid with after-school funds.
BASP 15: One document for all after school LEA and subcontractor staff paid with after-school funds.

Related Items: BASP 12, BASP 15, FM 01, FM 03, ME 09

Early Release/Late Arrival Policies

ErlyLtRlsPlcy

Description: Approved policy including the allowable reasons for student early release and late arrival, and procedures for how staff captures this information.

Item Instructions:

Related Items: BASP 05

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Evaluation Results

EvalRslts

Description: Current evaluation of student data, program services and goals used to refine, improve, and strengthen program.

Item Instructions:

Related Items: BASP 16

Evaluation Results Public Notice

EvIRsltsPblcNtc

Description: Include when and how the notice was posted, the Web link, and how the evaluation results can be obtained.

Item Instructions:

Related Items: BASP 16

Equipment Inventory Records

EqpmntInvntryRcrds

Description: Historical inventory list of all equipment purchased for \$500 or over per unit per EDGAR requirement and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions:

Related Items: AE 03, AE 10, BASP 10, BASP 15, CTE 03, EES 06, EL 10, ME 06

Family Literacy

FmlyLtrcy

Description: Opportunities and/or other resources used for family literacy activities. Meeting schedules, agendas, materials, and sign-in sheets for parents attending.

Item Instructions:

Related Items: BASP 24

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Flyers/Brochures and Outreach Materials

FlyrsBrchrsOtrchMtrls

Description: Documents from the current year.

Item Instructions: BASP 03: Demonstrating the grades served by the program.
BASP 04: Demonstrating hours and days of operation.
BASP 07: Demonstrating opportunities for physical activities.
BASP 23: Demonstrating evidence of academic enrichment activities.
BASP 24: Demonstrating literacy outreach for families of students served.

Related Items: BASP 03, BASP 04, BASP 07, BASP 23, BASP 24

Hours and Days of Operation

HrsDysOprtn

Description: Program schedules and enrollment applications.

Item Instructions:

Related Items: BASP 04

Independent Annual Audit

IndpndntAnlAdt

Description: Provide a link to the recent independent audit report on the Webpage or upload a copy of the independent audit report. If there are audit findings in the report, indicate the page numbers where the findings can be found.

Item Instructions:

Related Items: BASP 13

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Instructional Aide Minimum Qualification District Policy

InstrnlAdMnQIDstPlcy

Description: Current version.

Item Instructions:

Related Items: BASP 20

Local Cash and/or In-Kind Contributions

LclCshCntribtns

Description: Spreadsheet of all local cash or in-kind contributions for the previous fiscal year. Include a description of the contribution, source, amount, and how the amount was derived.

Item Instructions:

Related Items: BASP 14

Memorandum of Understanding

MOU

Description: A signed agreement between two or more LEAs, and/or with a community partner or a sub-contractor.

Item Instructions: BASP 14: Demonstrating cash or in-kind donations of goods or services to the after-school program.

Related Items: AE 01, BASP 09, BASP 12, BASP 14, CTE 07

Menus

Mnus

Description: One week of menus within the current or previous fiscal year.

Item Instructions:

Related Items: BASP 06

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Nutrition Facts Label

NtrnFtsLbl

Description: Nutrition information for every item served for the daily snack, or other meal for two days of menus from the linked menu period.

Item Instructions:

Related Items: BASP 06

Operation Policies

OprtnPlc

Description: Policy and procedures for collection and retention of fiscal, attendance, and other operational data.

Item Instructions:

Related Items: BASP 08

Parent Notification

PrntNtfctn

Description: Current year documents demonstrating parent notification of program information.

Item Instructions: BASP 21: Document(s) that demonstrates parents have been informed of the program's safety policies and procedures. This includes pick-up and release policies.

BASP 22: Based on school language census data, examples of information sent to parents in the appropriate language for any sub-population that is greater than or equal to 15% (whole number, rounded).

Related Items: BASP 21, BASP 22

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Professional Development/Training Records

PrfDvlpmntTrngRcrds

Description: Schedules, agendas, conference materials and sign-in sheets.

Item Instructions:

Related Items: BASP 18

Program Plan

PrgmPln

Description: Current version highlighting any changes made to prior program plan and a copy of the program plan that is at least five years old.

Item Instructions:

Related Items: BASP 08, BASP 11

Program Transportation Policy

PrgmTrnsptnPlcy

Description: Related to safe travel to and from program site(s) including policy for students served in an off-site location.

Item Instructions:

Related Items: BASP 21

School Language Census Data

SchlLngCnsDt

Description: School language census data.

Item Instructions:

Related Items: BASP 22

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School Safety Plan

SchISftyPln

Description: Records of School Safety Plan which includes reference to after school programs, and records of all safety drills conducted during after school time.

Item Instructions:

Related Items: BASP 21

Sign-In/Out Sheets

SgnShts

Description: One week with names of the students redacted to show how the LEA implements its early release and late arrival policies.

Item Instructions:

Related Items: BASP 05

Staff Assignments

StffAsgnmnts

Description: Staff assignment sheets and staff attendance records for the previous month.

Item Instructions:

Related Items: BASP 19

Staff Qualifications Documentation

StffQlfctnsDcmntn

Description: Personnel records reflecting all staff meet minimum qualifications, including copies of transcripts, degrees, or district administered test.

Item Instructions:

Related Items: BASP 20

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Surveys

Srvys

Description: Survey results from parents, students, and school staff.

Item Instructions:

Related Items: BASP 01

Time Accounting Documentation

TmAcntngDcmntn

Description: One month of time sheets and PARs or Semi-Annual Certifications for personnel charged to before and after school funds.

Item Instructions:

Related Items: BASP 12

Web Page

WbPg

Description: If available, demonstrating program hours and days of operation and specific information indicating grade levels served.

Item Instructions:

Related Items: BASP 03, BASP 04
